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Packaging and Shipping of Samples		
Revision: #5	Replaces: 6/25/02	Effective: 3/31/04

1. Purpose and Scope: Samples are packaged and shipped in such a way as to maintain their chemical integrity (frozen) and their individual identity (labeled and documented).

2. Supplies Required: To request supplies required to package and ship samples, contact the Laboratory Supplies Coordinator at the APHIS Analytical and Natural Products Chemistry Laboratory (ANPCL) in Gulfport, MS at (228) 822-3106.

2.1 resealable plastic bags (6"x 6", one gallon, two gallon sizes as needed)

2.2 insulated shipping containers

2.3 dry ice, ice, and/or 'blue' ice (all obtained locally)

2.4 strapping tape

3. Packaging:

3.1 except for neat chemical, all samples must be frozen prior to packaging and shipping.

3.2 place each sample into a resealable plastic bag that is large enough to accommodate the sample and its accompanying APHIS Form 2060.

3.3 multiple samples may be combined for shipping except for those that are or might be high in malathion. Neat samples, spill samples, crash samples and any others that might be high in malathion must be shipped separately to avoid contamination of other samples and analytical equipment.

3.4 before sealing the resealable plastic bag, complete the APHIS Form 2060, fold up the blue copy of the form, and place it inside the resealable plastic bag with the sample. Seal the bag.

3.5 place all the samples to be shipped to ANPCL into an insulated shipping container. Do not use regular cardboard boxes. The shipping container must also contain sufficient dry ice, sealed ice, or blue ice to maintain samples in the frozen state throughout shipment.

3.6 dry ice is recommended. If water samples are shipped, do not use dry ice since it will cause the sample bottles to crack or break. Water ice can be used for shipping any samples, but only if the ice is placed in a separate sealed container.

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'Blue ice' containers (the reusable plastic containers with the blue liquid inside) or contained regular ice (ice sealed in zip-loc bags) are acceptable.

- 3.7 before sealing the shipping container combine all of the white copies of the APHIS Form 2060 for all of the samples in the shipping container and place them into the top of the shipping container that contains the samples.
- 3.8 using strapping tape, securely seal the shipping container which contains the samples, their documentation and ice or dry ice.

4. Shipping:

4.1 all samples, routine or priority, must be shipped using an overnight delivery service.

4.2 ship the samples using an overnight delivery service to:

USDA-APHIS, PPQ, CPHST
Analytical and Natural Products Chemistry Lab
3505 25th Avenue, Building 4
Gulfport, Mississippi 39501
ATTN: Environmental Monitoring Coordinator

4.3 samples must arrive at the laboratory on a weekday. Do not ship samples if they will arrive after hours on a Friday or anytime on a weekend or holiday.

4.4 send photo-copies of the appropriate sections of the field log book, any sketches, maps or aerial photographs relating to the samples and the yellow copy of the completed APHIS Form 2060 to

USDA-APHIS, PPQ
4700 River Road
Unit 150
Riverdale, Maryland 20737-1237
ATTN: Environmental Monitoring Team